June, 1986

1985-1987 CATALOG ADDENDUM

College of The Albemarle

FOREWORD

Pages cited in this publication are references to College of The Albemarle's 1985-87 catalog, vol. 17, June 1985.

TAELE OF CONTENTS

	Page No.
Board of Trustees	1
Board of Trustees Advisory Committees	2
CCA Foundation Board of Directors	2
Admission to the College	3
Admission Procedures	3
Registration	3
Student Development	3
Student Responsibilites, Regulations, and Conduct	3
Academic Regulations	3
Academic Honors	3
Programs of Study	3
Transfer Agreements	4
New Programs of Study	4
Basic Law Enforcement (T-189)	4
Revised Programs of Study	5
Technical Programs	
Associate Degree Nursing (T-059)	5
Banking and Finance (T-112)	7
Business Administration Technology (T-018)	9
Business Computer Programming (T-022)	11
Computer Engineering Technology (T-040)	12
Electronics Engineering Technology (T-045)	14
General Office Technology (T-033)	16
Mechanical Drafting & Design Technology (T-043)	17
Postal Service Technology (T-141)	19
Secretarial-Executive (T-030)	21
Secretarial-Medical (T-032)	22
Vocational Programs	
Advanced Machinist (V-134)	24
Air Conditioning, Heating, & Refrigeration (V-024)	25
Automotive Mechanics (V-003)	26
Cosmetology (V-009)	27
Electrical Installation & Maintenance (V-018)	28
Electronic Servicing (V-042)	29
Industrial Maintenance (V-028)	30
Light Construction (V-029)	31
Machine Operator	32
Machinist (V-032)	33
Nursing Assistant (V-072)	34
Practical Nursing (V-038)	34
Surgical Technology (V-071)	35
New Courses	36
Revised Courses	37
Courses With Changes in Course Prefixes	37
Courses With Changes in Titles	38
Courses With Changes in Hours	38
Courses With Revised Course Descriptions	39
Courses Deleted	40

BOARD OF TRUSTEES

J. Wilson Jones, Jr., Chairman
Vernon G. James, Vice Chairman
J. Parker Chesson, Jr., Secretary

GOVERNOR'S APPOINTEES

	Term Expires	
Vernon G. James	6/30/87	Pasquotank County
J. Wilson Jones, Jr.	6/30/89	Pasquotank County
Ray S. Jones, Jr.	6/30/89	Pasquotank County
Andrew H. Williams	6/30/91	Pasquotank County

PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

William W. Foreman	6/30/87	Pasquotank County
Joseph L. Lamb, Jr.	6/30/89	Pasquotank County
Robert D. Aldridge	6/30/89	Pasquotank County
Selby Scott	6/30/91	Pasquotank County

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

Joseph P. Kramer	6/30/87	Pasquotank County
Gerald F. White	6/30/89	Pasquotank County
Nancy M. Ferebee	6/30/89	Camden County
Lillian B. Sugg	6/30/91	Pasquotank County

DARE COUNTY COMMISSIONERS' APPOINTEES

Robert G. Williams	6/30/87	Dare County
Louise Dollard	6/30/89	Dare County

The Student Senate President serves as an ex officio member of the Board of Trustees.

BOARD OF TRUSTEES ADVISORY COMMITTEE

Jim Hare	Chowan County
John E. R. Perry	Gates County
William L. Roper	Camden County
Wilson W. Snowden	Currituck County
W. W. (Welly) White, Jr.	Perquimans County

COLLEGE OF THE ALBEMARLE FOUNDATION
BOARD OF DIRECTORS

William W. Foreman, President
Winifred J. Wood, Vice-President
J. Parker Chesson, Jr., Secretary
Gerald W. Bray, Treasurer
J. MacN. Duff, Executive Committee
J. Samuel Roebuck, Executive Committee
Pamela I. Whitley, Executive Director
N. Elton Aydlett, Lifetime Member

J. Carroll Abbott	Robert V. Owens, Jr.
Bruce Biggs	J. Stanley Peel
James H. Ferebee, Sr.	Hoke S. Roberson, Jr.
William G. Gaither, Jr.	M. G. Sawyer
Walter H. Harlow	Beverly M. Small
Robert L. Hollowell	J. Timothy Thornton
Mark Maland	Andrew H. Williams

ADMISSION TO THE COLLEGE

ADMISSION PROCEDURES

The third sentence of the paragraph beginning on page 11 with "Admission to most programs is on a 'rolling basis,'..." which continues on page 12, has been deleted and the fourth and fifth sentences have been changed as follows:

> New students are usually admitted to the Cosmetology program every quarter except the summer quarter. Students entering Computer Engineering Technology, Mechanical Drafting and Design Technology, Electronics Engineering Technology, Industrial Maintenance, and Light Construction any quarter other than fall quarter will not be able to follow the curriculum outline exactly as shown in the catalog.

REGISTRATION

In the first paragraph under Registration on page 13, the word "preregistration" in the first sentence has been changed to "registration" and the next to the last sentence, which begins with "Students allowed to register...," has been deleted.

The last paragraph under Registration on page 13 has been changed to read as follows:

> Students eligible for veterans' benefits should see the college's Veterans Affairs officer for special conditions concerning enrollment certification for initial entrance to College of The Albemarle.

STUDENT DEVELOPMENT

STUDENT RESPONSIBILITIES, REGULATIONS, AND CONDUCT

Items 6 through 15 on pages 21 and 22 have been renumbered 7 through 16 and the following has been added on page 21 as item number 6:

> The use of skateboards on campus is prohibited.

ACADEMIC REGULATIONS

ACADEMIC HONORS

Item V. on page 26 has been revised as follows:

V. Who's Who Among Students in American Junior Colleges

All C.O.A. students who meet the GPA and credit hour

requirements listed below are notified of their eligibility and of details regarding application for membership in Who's Who. To be selected, applicants must have a 3.0 GPA; have earned sophomore status with a minimum of 42 credit hours toward a college transfer or technical program; be approved by two faculty/staff members; submit a completed Who's Who nomination form; and be participating members of a college club, publication staff, or intramural team.

PROGRAMS OF STUDY

The following information has been added on page 28 just before SAMPLE Two-year College Transfer Programs:

TRANSFER AGREEMENTS

In an effort to provide students enrolled in college transfer and certain technical programs with accurate information concerning transferability of courses, the student development office maintains a complete and detailed listing by institutions of transfer agreements. A specific articulation agreement with Elizabeth City State University is available for inspection in the student development office. Other course transfer listings also are available which represent the following institutions: East Carolina University, UNC-Chapel Hill, UNC-Greensboro, UNC-Wilmington, and North Carolina State University. Direct transfer information is available on Appalachian State University's Bachelor of Technology degree. Students who plan to transfer to any North Carolina private colleges are encouraged to visit the student development office for additional information.

NEW PROGRAMS OF STUDY

BASIC LAW ENFORCEMENT (T-189).....Certificate

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training-Law Enforcement Officers Certification examination mandated by the North Carolina Criminal Justice Education Training Standards Commission and/or it prepares individuals to take the Justice Officer's Basic Training Certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer. NOTE: Individuals must be sponsored by

a law enforcement agency before enrolling in this program of instruction.

	Hours Per Week			Cr. Hrs.
First Quarter	Class	Lab	Clin. Pract.	Equiv.
T-BLE Basic Law Enforcement	20	0	14	24
Total Hours for Completion				24

REVISED PROGRAMS OF STUDY

To meet the Curriculum Standards of the Department of Community Colleges for occupational programs of study, many changes have been made in College of The Albemarle's technical and vocational curriculums. Because of the large number of changes in curriculum descriptions as well as outlines, the following is a complete listing of all technical and vocational programs of study offered at College of The Albemarle except Basic Law Enforcement:

TECHNICAL

ASSOCIATE DEGREE NURSING (T-059)

Associate in Applied Science Degree

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care of a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

College of The Albemarle's seven-quarter program admits students each September. Students secure a college-level education with the privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life while developing as individuals, citizens and nurses.

Clinical components of the major nursing courses are carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in hospitals and other agencies. Present affiliations include Albemarle Hospital, Pasquotank County Health Department, Portsmouth Naval Hospital, Norfolk General Hospital (Burn Center), Maryview Psychiatric Hospital and Community Mental Health Center, Winslow Memorial Home, and Chesapeake General Hospital.

Rather than complete the program in seven consecutive quarters, a student may choose to complete the requirements over a three-year period, taking the general college courses the first year and nursing courses the next two years.

General education courses required in the nursing program may be transferred to a senior institution and apply toward a baccalaureate degree. Transferability of nursing courses varies with each institution.

First Year					
Summer Quarter		Class	Lab.	Clin. Pract.	Cr. Hrs.
NUR 100	Orientation to Nursing (Optional Course)	2	0		2
First Quarter					
NUR 101	Introduction to Nursing	4	0	15	9
BIO 205	Anatomy & Physiology I	3	3		4
PSY 201	General Psychology I	3	0		3
NUT 101	Nutrition	3	0		3
					19
Second Quarter					
NUR 102	Medical-Surgical Nursing I	4	0	15	9
BIO 206	Anatomy & Physiology II	3	3		4
PSY 202	General Psychology II	3	0		3
PHM 101	Pharmacology I	3	0		3
					19
Third Quarter					
NUR 103	Medical-Surgical Nursing II	4	0	15	9
BIO 207	Microbiology	3	3		4
PSY 231	Child Growth & Development	3	0		3
PHM 102	Pharmacology II	3	0		3
					19

Second Year					
Summer Quarter					
NUR 201	Maternity Nursing	4	0	15	9
First Quarter					
NUR 202	Child Health Nursing	4	0	15	9
SPH 201	Public Speaking	3	0		3
ENG 101	English Composition I	3	0		3
					15
Second Quarter					
NUR 203	Psychiatric/Mental Health Nursing	4	0	15	9
NUR 205	Issues in Nursing	4	0		4
**HEA 121, 122, or 223		3	0		3
					16
Third Quarter					
*NUR 204	Medical-Surgical Nursing III	4	0	15	9
SOC 201	Introduction to Sociology	3	0		3
ENG 102	English Composition II	3	0		3
!NUR 206	Leadership & Management of Patient Care	3	0	3	4
					19
Total Hours Required for Graduation					116

*Each sequence of courses is offered each quarter. Second year students are divided into three groups which rotate through each sequence during their second year.

**Three physical education activity courses may be substituted for the HEA course. These should be spaced over two or more quarters.

! Only offered spring quarter.

BANKING AND FINANCE (T-112)

Associate in Applied Science Degree

The purposes of the Banking and Finance curriculum are (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive American Institute of Banking certificates and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; lending and collections procedures; and financial analysis, marketing, and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

This curriculum includes American Institute of Banking (AIB) course numbers and is approved for certification by American Institute of Banking.

AIB certification applies only to current banking employees.

First Year

First Quarter		Class	Lab	Cr. Hrs.
BUS 106	Introduction to Business	5	0	5
BUS 107	Business Mathematics	5	0	5
ENG 101	English Composition I	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
				19
Second Quarter				
*BUS 101	Elementary Typewriting	3	2	4
BUS 203	Principles of Accounting I	3	3	4
ENG 102	English Composition II	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
				17
Third Quarter				
BUS 204	Principles of Accounting II	3	3	4
ECO 201	Principles of Economics I	3	0	3
***HEA 121, 122, 223		3	0	3
T-TEC 201	Technical Report Writing I	2	0	2
	**Specialized Course	3	0	3
				15
Summer Quarter				
BUS 205	Principles of Accounting III	3	3	4
T-BUS 210	Office Machines	2	0	2
T-BUS 229	Taxes	3	2	4
EDP 101	Computer Fundamentals	3	0	3
				13
Second Year				
First Quarter				
ECO 202	Principles of Economics I	3	0	3
SPH 201	Public Speaking	3	0	3
T-BUS 115	Business Law I	3	0	3
T-TEC 202	Technical Report Writing I	2	0	2
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
				17
Second Quarter				
BUS 219	Real Estate Finance	5	0	5
ECO 203	Principles of Economics I	3	0	3
PSY 201	General Psychology I	3	0	3
T-BUS 116	Business Law II	3	0	3
	**Specialized Course	3	0	3
				17

Third Quarter				
PSY 202	General Psychology II	3	0	3
T-BUS 235	Business Management	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
				15
Total Hours for Graduation				113

**Specialized Banking courses are listed below.				
T-AIB 202	Principles of Bank Operations	3	0	3
T-AIB 203	Bank Investments	3	0	3
T-AIB 205	Bank Management	3	0	3
T-AIB 207	Consumer Lending	3	0	3
T-AIB 210	Money and Banking	3	0	3
T-AIB 219	Credit Procedures and Problems	3	0	3
T-AIB 231	Savings and Time Deposits	3	0	3
T-AIB 232	Agricultural Finance	3	0	3
T-AIB 233	Analysis of Financial Statements	3	0	3
T-AIB 234	Law and Banking	3	0	3
T-AIB 235	Loan and Discount	3	0	3
T-AIB 236	Home Mortgage Lending	3	0	3
T-AIB 239	Marketing/Selling Bank Services	3	0	3
				39

*Credit may be granted for Elementary Typewriting if performance on proficiency tests in this skill indicates that the student may be exempted.
***Three hours of physical education activity courses may be substituted.

BUSINESS ADMINISTRATION TECHNOLOGY (T-018)

Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

First Year

First Quarter		Class	Lab	Cr. Brs.
*BUS 101	Elementary Typewriting	3	2	4
BUS 106	Introduction to Business	5	0	5
ENG 101	English Composition I	3	0	3
**T-MAT 104	Technical Math I	5	0	5
				17
Second Quarter				
BUS 107	Business Mathematics	5	0	5
ENG 102	English Composition II	3	0	3
T-BUS 115	Business Law I	3	0	3
T-BUS 210	Office Machines	1	2	2
SPH 102 or 201	Voice & Diction II or Public Speaking	3	0	3
				16
Third Quarter				
***HEA 121, 122 or 223		3	0	3
T-BUS 271	Office Management	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
EDP 101	Computer Fundamentals	3	0	3
T-BUS 116	Business Law II	3	0	3
	Elective (Social Science or Humanities)	3	0	3
				18
Summer Quarter				
ECO 201	Principles of Economics I (MQ I)	3	0	3
ECO 202	Principles of Economics II (MQ 2)	3	0	3
ECO 203	Principles of Economics III (MQ 3)	3	0	3
EDP 204	Word Processing	3	0	3
				12
Second Year				
First Quarter				
BUS 203	Principles of Accounting I	3	3	4
BUS 211	Marketing	5	0	5
EDP 113	Logic Design and Flow Charts	3	0	3
!EDP 207	COBOL I	3	3	4
				16
Second Quarter				
BUS 204	Principles of Accounting II	3	3	4
BUS 209	Business Communications	3	0	3
!EDP 208	COBOL II	3	3	4
BUS 124	Payroll Accounting	3	0	3
	Elective (Social Science or Humanities)			3
				17
Third Quarter				
T-BUS 235	Business Management	3	0	3

T-BUS 229	Taxes	3	2	4
T-BUS 243	Advertising	3	0	3
BUS 205	Principles of Accounting III	3	3	4
	Elective (Social Science or Humanities)			3
				17
Total Credit Hours Required for Graduation				113

*Credit may be granted for Elementary Typewriting if performance on proficiency tests in this skill indicates that the student may be exempted.
**MAT 121 may be substituted for T-MAT 104
***Three hours of physical education activity courses may be substituted.
†EDP 109 and 110 or EDP 212 and 213 may be substituted for EDP 207 and 208.

BUSINESS COMPUTER PROGRAMMING (T-022)

Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

First Year First Quarter		Class	Lab	Cr. Hrs.
ENG 101	English Composition I	3	0	3
*T-MAT 104	Technical Math I	5	0	5
EDP 101	Computer Fundamentals	3	0	3
**BUS 101	Elementary Typewriting	3	2	4
ECO 201	Principles of Economics I	3	0	3
				18
Second Quarter				
ENG 102	English Composition II	3	0	3
*T-MAT 105	Technical Math II	4	0	4
EDP 109	BASIC I	3	3	4
ECO 202	Principles of Economics II	3	0	3
EDP 113	Logic Design & Flow Charts	3	0	3
				17
Third Quarter				
T-TEC 201	Technical Report Writing I	2	0	2
EDP 110	BASIC II	3	3	4

ECO 203	Principles of Economics III	3	0	3
***HEA 121, 122, 223		3	0	3
EDP 135	Software Applications	3	3	4
				16
Summer Quarter				
BUS 106	Introduction to Business	5	0	5
EDP 212	PASCAL I (First Five-Weeks)	3	3	4
EDP 213	PASCAL II (Second Five-Weeks)	3	3	4
				13
Second Year				
First Quarter				
T-TEC 202	Technical Report Writing II	2	0	2
BUS 203	Accounting I	3	3	4
EDP 207	COBOL I	3	3	4
EDP 219	System Analysis	3	0	3
	Elective (Social Science or Humanities)	3	0	3
				16
Second Quarter				
BUS 204	Accounting II	3	3	4
EDP 208	COBOL II	3	3	4
PSY 201	General Psychology I	3	0	3
	Elective (Social Science or Humanities)	3	0	3
				14
Third Quarter				
EDP 209	COBOL III	3	3	4
EDP 220	Computer Programming Project	3	3	4
MAT 211	Elementary Statistics	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
	Elective(s) (Social Science or Humanities)	3	0	3
				17
Total Hours for Graduation				108 or 111

*Math 121 and 122 may be substituted for T-MAT 104 and 105. Elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for T-MAT 104.
**Elective hours may be substituted for Elementary Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.
***Three hours of physical education activity courses may be substituted.

COMPUTER ENGINEERING TECHNOLOGY (T-040)

Associate in Applied Science Degree

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices. The curriculum provides training in both the hardware and

software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing units, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signal between the analog and digital forms.

The programming course work provides a sequence of study stressing good program design techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as Pascal, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

First Year

		Class	Lab	Cr. Hrs.
First Quarter				
T-ELN 101	DC Circuits	6	4	8
*T-MAT 104	Technical Math I	5	0	5
DFT 101	Engineering Drawing I	4	2	5
				18
Second Quarter				
T-ELN 102	AC Circuits	6	4	8
*T-MAT 105	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	2	2
ENG 101	English Composition I	3	0	3
				17
Third Quarter				
T-ELN 113	Electronics I	5	4	7
*T-MAT 106	Technical Math III	3	0	3
EDP 101	Computer Fundamentals	3	0	3
ENG 102	English Composition II	3	0	3
	Elective (Social Science or Humanities)			3
				19

Summer Quarter				
T-ELN 212	Digital Electronics I	3	4	5
T-ELN 114	Electronics II	3	4	5
EDP 109	BASIC I	3	3	4
	Elective (Social Science or Humanities)	3	0	3
				17
Second Year				
First Quarter				
T-ELN 211	Electronics III	3	4	5
T-ELN 213	Digital Electronics II	3	4	5
PHY 201	General Physics I	3	3	4
T-TEC 201	Technical Report Writing I	2	0	2
	Elective (Social Science or Humanities)	3	0	3
				19
Second Quarter				
T-ELN 214	Digital Electronics III	3	4	5
T-ELN 221	Microcomputer Servicing	3	4	5
PHY 202	General Physics II	3	3	4
T-TEC 202	Technical Report Writing II	2	0	2
				16
Third Quarter				
EDP 212	PASCAL I	3	3	4
T-ELN 222	Advanced Microcomputer Interfacing	3	4	5
T-ELN 116	Peripheral Equipment Servicing	3	4	5
T-ELN 223	Microprocessor Programming	3	4	5
				19
Total Hours Required for Graduation (Depends on Math Sequence)				122 or 125

*MAT 121, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Elective hours may be substituted for T-MAT 104 if performance on the mathematic segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for T-MAT 104.

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

Associate in Applied Science Degree

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician,

supervisor or equipment specialist.

First Year

		Class	Lab	Cr. Hrs.
First Quarter				
T-ELN 101	D.C. Circuits	6	4	8
*T-MAT 104	Technical Math I	5	0	5
DFT 101	Engineering Drawing I	4	2	5
				18
Second Quarter				
T-ELN 102	A.C. Circuits	6	4	8
*T-MAT 105	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	2	2
ENG 101	English Composition I	3	0	3
				17
Third Quarter				
T-ELN 113	Electronics I	5	4	7
EDP 101	Computer Fundamentals	3	0	3
*T-MAT 106	Technical Math III	3	0	3
ENG 102	English Composition II	3	0	3
**REA 121,122,or 223		3	0	3
				19
Summer Quarter				
T-ELN 114	Electronics II	3	4	5
EDP 109	BASIC I	3	3	4
T-DFT 210	Printed Circuit Board Layout and Design	3	3	4
T-ELN 212	Digital Electronics I	3	4	5
				18
Second Year				
First Quarter				
T-ELN 211	Electronics III	3	4	5
T-ELN 213	Digital Electronics II	3	4	5
PHY 201	General Physics I	3	3	4
ECO 201	Principles of Economics I	3	0	3
T-TEC 201	Technical Report Writing II	2	0	2
				19
Second Quarter				
T-ELN 214	Digital Electronics III	3	4	5
T-ELN 215	Electronic Troubleshooting I	4	4	6
PHY 202	General Physics II	3	3	4
T-TEC 202	Technical Report Writing II	2	0	2
				17
Third Quarter				
T-ELN 216	Electronic Troubleshooting II	4	4	6
PHY 203	General Physics III	3	3	4
	Elective(s) (Social Science or Humanities)	6	0	6
				16
Total Hours for Graduation (Depends on Math Sequence)				121 or 124

*MAT 121, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for T-MAT 104.
**Three hours of physical education activity courses may be substituted.

GENERAL OFFICE TECHNOLOGY (T-033)

Associate in Applied Science Degree

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

First Year First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	2	4
BUS 110	Filing	3	0	3
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
	Elective (Social Science or Humanities)	3	0	3
				18
Second Quarter				
BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
**HEA 121, 122, or 223		3	0	3
EDP 101	Computer Fundamentals	3	0	3
	Elective (Social Science or Humanities)	3	0	3
				20
Third Quarter				
BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
T-BUS 271	Office Management	3	0	3
***SPH 102	Voice & Diction II	3	0	3
EDP 135	Software Applicatiions	3	3	4
				18

Second Year				
First Quarter				
T-BUS 109	Inter-Personal Relations	3	1	3
T-BUS 115	Business Law I	3	0	3
BUS 211	Marketing	5	0	5
T-BUS 221	Transcription I	3	2	4
ECO 201	Principles of Economics I	3	0	3
				18
Second Quarter				
T-BUS 116	Business Law II	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 209	Business Communications	3	0	3
T-BUS 124	Payroll Accounting	3	0	3
ECO 202	Principles of Economics II	3	0	3
EDP 204	Electronic Word Processing	3	0	3
				17
Third Quarter				
BUS 213	Typewriting for Speed	3	1	3
BUS 214	Office Procedures	3	2	4
!T-BUS 212	Bookkeeping	3	2	4
T-BUS 229	Taxes	3	2	4
	Elective (Social Science or Humanities)	3	0	3
				18
Total Hours	Required for Graduation			109

*Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempt.
**Three hours of physical education activity courses may be substituted.
***Evening students may substitute SPH 201.
!BUS 203 may be substituted.

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY (T-043)

Associate in Applied Science Degree

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as

coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state and local governments.

First Year

		Class	Lab	Cr. Hrs.
First Quarter				
DFT 101	Engineering Drawing I	4	2	5
T-DES 101	Tools, Materials, and Processes I	3	0	3
ENG 101	English Composition I	3	0	3
*T-MAT 104	Technical Math I	5	0	5
				16
Second Quarter				
DFT 102	Engineering Drawing II	4	2	5
T-DES 102	Tools, Materials, and Processes I	3	2	4
*T-MAT 105	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	2	2
ENG 102	English Composition II	3	0	3
				18
Third Quarter				
DFT 103	Engineering Drawing III	4	2	5
*T-MAT 106	Technical Math III	3	0	3
DFT 207	Architectural Drawing I	4	2	5
	Elective (Social Science or Humanities)	3	0	3
				16
Summer Quarter				
T-DFT 204	Technical Illustration	4	2	5
DFT 208	Architectural Drawing II	4	2	5
T-DFT 210	Printed Circuit Board Layout and Design	3	3	4
	Elective (Social Science or Humanities)	3	0	3
				17

Second Year

First Quarter				
T-DFT 201	Advanced Engineering Graphics I	4	2	5
PHY 201	General Physics I	3	3	4
T-DFT 214	Jigs & Fixtures	4	2	5
DFT 205	Descriptive Geometry I	4	2	5
				19
Second Quarter				
T-DFT 202	Advanced Engineering Graphics II	4	2	5
PHY 202	General Physics II	3	3	4
DFT 216	Descriptive Geometry II	4	2	5
T-TEC 201	Technical Report Writing I	2	0	2
	Elective (Social Science or Humanities)	3	0	3
				19

Third Quarter				
T-DFT 203	Advanced Engineering Graphics III	4	2	5
PHY 203	General Physics III	3	3	4
T-DFT 206	Design Drafting	4	2	5
T-TEC 202	Technical Report Writing II	2	0	2
				16

Total Hours for Graduation (Depends on Math Sequence) 119 or 121

*MAT 121, 122, and 123 may be substituted for T-MAT 104, 105 and 106. Elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt. Also, D-MAT 101 and 102 may be substituted for T-MAT 104.

POSTAL SERVICE TECHNOLOGY (T-141)

Associate in Applied Science Degree

The Postal Service Technology program is designed to provide opportunities for advancement to present and future employees of the U.S. Postal Service. Graduates of the program will be prepared to function effectively within a variety of positions. The course of study includes: postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business/management subjects and general education courses.

Applicants for Postal Service employment must pass a civil service examination and be placed on a federal register before they can be employed.

First Year

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	2	4
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics I	3	0	3
ENG 101	English Composition I	3	0	3
	**Specialized Course	3	0	3
				18
Second Quarter				
BUS 107	Business Mathematics	5	0	5
ECO 202	Principles of Economics II	3	0	3
ENG 102	English Composition II	3	0	3
EDP 101	Computer Fundamentals	3	0	3
T-BUS 210	Office Machines	1	2	2
	**Specialized Course	3	0	3
				19

Third Quarter				
HEA 223	First Aid and Safety Education	3	0	3
T-BUS 271	Office Management	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
EDP 109	BASIC I	3	3	4
	Elective	3	0	3
	**Specialized Course	3	0	3
				19
Second Year				
First Quarter				
BUS 203	Principles of Accounting I	3	3	4
EDP 135	Software Applications	3	3	4
T-BUS 115	Business Law I	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
				17
Second Quarter				
BUS 204	Principles of Accounting II	3	3	4
BUS 209	Business Communications	3	0	3
T-BUS 116	Business Law II	3	0	3
PSY 201	General Psychology	3	0	3
	**Specialized Course	3	0	3
				16
Third Quarter				
PSY 202	General Psychology II	3	0	3
SPH 201	Public Speaking	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
	**Specialized Course	3	0	3
	Elective	3	0	3
				18
Total Hours for Graduation				107

*Credit may be granted for Elementary Typewriting if performance on proficiency tests in this skill indicates that the student may be exempted.

**Specialized Postal Service courses are listed below.

		Class	Lab	Cr. Hrs.
T-POS 101	Postal History & Organization	3	0	3
T-POS 103	Mail Processing I	3	0	3
T-POS 105	Mail Processing II	3	0	3
T-POS 201	Postal Labor-Management	3	0	3
T-POS 202	Postal Service Finance	3	0	3
T-POS 203	Postal Employee Services	3	0	3
T-POS 205	Postal Delivery & Collection	3	0	3
T-POS 206	Postal Customer Services	3	0	3
T-POS 208	Postal Problems Analysis	3	0	3
				27

SECRETARIAL -- EXECUTIVE (T-030)

Associate in Applied Science Degree

The purposes of the Secretarial - Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

First Year

		Class	Lab	Cr. Hrs.
First Quarter				
*BUS 101	Elementary Typewriting	3	2	4
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
BUS 110	Filing	3	0	3
	Elective (Social Science or Humanities)	3	3	3
				18
Second Quarter				
BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
*BUS 111	Elementary Shorthand	5	0	5
EDP 101	Computer Fundamentals	3	0	3
				19
Third Quarter				
BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
BUS 112	Intermediate Shorthand	3	2	4
T-BUS 109	Inter-Personal Relations	3	1	3
	Elective (Social Science or Humanities)	3	0	3
				18
Summer Quarter				
ECO 201	Principles of Economics I (MQ I)	3	0	3
ECO 202	Principles of Economics II (MQ II)	3	0	3
T-BUS 210	Office Machines	1	2	2
EDP 135	Software Applications	3	3	4
				12

Second Year			
First Quarter			
T-BUS 115 Business Law I	3	0	3
**HEA 121,122, or 223	3	0	3
BUS 113 Advanced Shorthand	3	2	4
T-BUS 221 Transcription I	3	2	4
Elective (Social Science or Humanities)	3	0	3
			17
Second Quarter			
SPH 102 Voice and Diction II	3	0	3
BUS 209 Business Communications	3	0	3
T-BUS 222 Transcription II	3	2	4
T-BUS 124 Payroll Accounting	3	0	3
EDP 204 Electronic Word Processing	3	0	3
			16
Third Quarter			
!T-BUS 212 Bookkeeping	3	2	4
BUS 213 Typewriting for Speed	3	1	3
T-BUS 223 Transcription III	3	2	4
BUS 214 Office Procedures	3	2	4
T-BUS 271 Office Management	3	0	3
			18
Total Hours Required for Graduation			118

*Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.
**Three hours of physical education activities courses may be substituted.
!BUS 203 may be substituted.

SECRETARIAL -- MEDICAL (T-032)

Associate in Applied Science Degree

The purposes of the Secretarial - Medical curriculum are to: (1) prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from present position to medical secretarial position, and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

First Year				
First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	2	4
ENG 101	English Composition I	3	0	3
BUS 106	Introduction to Business	5	0	5
BUS 110	Filing	3	0	3
	Elective (Social Science or Humanities)	3	0	3
				18
Second Quarter				
BUS 102	Intermediate Typewriting	2	3	3
ENG 102	English Composition II	3	0	3
BUS 107	Business Mathematics	5	0	5
*BUS 111	Elementary Shorthand	5	0	5
	Elective (Social Science or Humanities)	3	0	3
				19
Third Quarter				
BUS 103	Advanced Typewriting	2	3	3
BUS 108	Personal Finance	5	0	5
BUS 112	Intermediate Shorthand	3	2	4
T-BUS 109	Inter-Personal Relations	3	1	3
	Elective (Social Science or Humanities)	3	0	3
				18
Summer Quarter				
ECO 201	Principles of Economics I (MQI)	3	0	3
ECO 202	Principles of Economics II (MQII)	3	0	3
T-BUS 210	Office Machines	1	2	2
EDP 135	Software Applications	3	2	4
				12
Second Year				
First Quarter				
T-BUS 115	Business Law I	3	0	3
BUS 113	Advanced Shorthand	3	2	4
T-BUS 221	Transcription I	3	2	4
EDP 204	Electronic Word Processing	3	0	3
**BEA 121,122, or 223		3	0	3
				17
Second Quarter				
SPH 102	Voice and Diction II	3	0	3
BUS 209	Business Communications	3	0	3
T-BUS 222	Transcription II	3	2	4
BUS 215	Medical Terminology & Vocabulary I	3	0	3
T-BUS 124	Payroll Accounting	3	0	3
				16
Third Quarter				
!T-BUS 212	Bookkeeping	3	2	4
BUS 213	Typewriting for Speed	3	1	3
T-BUS 223	Transcription III	3	2	4
BUS 214	Office Procedures	3	2	4
BUS 216	Medical Terminology & Vocabulary II	3	0	3
				18
Total Hours Required for Graduation				118

*Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.
**Three hours of physical education activity courses may be substituted.
!BUS 203 may be substituted.

VOCATIONAL

ADVANCED MACHINIST (V-134)

The Advanced Machinist program provides the opportunity for machinists to further their machine skill training including the use of computer numerical control (CNC) equipment. Students accepted for the Advanced Machinist curriculum must have completed the V-032 Machinist curriculum or be able to demonstrate journeyman level machinist skills. They should also be recommended as having the aptitude, interest, and ability to profit from advanced training.

		Hours Per Week			Cr.
				Shop	Hrs.
First Quarter		Class	Lab	Pract.	Equiv.
MEC 1260	Precision Machining I	3	0	15	8
DFT 101	Engineering Drawing I	4	2	0	5
EDP 101	Computer Fundamentals	3	0	0	3
T-DES 101	Materials, Tools, & Processing I	3	0	0	3
					19
Second Quarter					
MEC 1265	Precision Machining II	3	0	15	8
DFT 102	Engineering Drawing II	4	2	0	5
T-DES 102	Materials, Tools, & Processing II	3	2	0	4
					17
Third Quarter					
MEC 1272	Fundamentals of Numerical Control	3	6	6	8
DFT 103	Engineering Drawing III	4	2	0	5
HEA 223	First Aid & Safety Education	3	0	0	3
HUM 123	Introduction to Humanities	3	0	0	3
					19
Fourth Quarter					
MEC 1275	Jig & Fixture Building	2	4	6	6
MEC 1280	Die Making	2	4	6	6
SPH 201	Public Speaking	3	0	0	3
					15
Total Credit Hours					70

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	Equiv.
First Quarter					
ENG 1020	Reading Improvement	2	0	0	2
AHR 1120	Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	0	0	3	1
					18
Second Quarter					
AHR 1122	Domestic and Commercial Refrigeration	3	0	13	7
ENG 1030	Communication Skills	2	0	0	2
ELC 1102	Applied Electricity	2	0	3	3
MAT 1010	Vocational Math	3	0	0	3
DFT 1116	Blueprint Reading: Air Conditioning	1	0	3	2
					17
Third Quarter					
AHR 1125	Principles of Air Conditioning & Heating	3	0	13	7
AHR 1128	Automatic Controls I	3	0	6	5
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
WLD 1101	Basic Gas Welding	0	0	3	1
					15

Fourth Quarter					
AHR 1124	Air Conditioning and Refrigeration Servicing	3	0	6	5
AHR 1129	Automatic Controls II	3	0	7	5
MEC 1120	Duct Construction and Maintenance	3	0	6	5
BUS 1103	Small Business Operations	2	0	0	2
					17
Total Credit Hours					67

AUTOMOTIVE MECHANICS (V-003)

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

		Hours Per Week			Cr.
		Class	Lab	Shop Pract.	Hrs. Equiv.
First Quarter					
AUT 1100	Internal Combustion Engines	3	0	15	8
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
					19
Second Quarter					
AUT 1115	Auto Fuel & Emissions Systems	3	4	3	6
AUT 1110	Auto Electrical Systems	3	4	3	6
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
ENG 1030	Communication Skills	2	0	0	2
					19
Third Quarter					
AUT 1124	Auto Transmission & Drive Trains	3	0	18	9
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2

WLD 1401	Basic Welding	2	0	3	3
					16
Fourth Quarter					
AUT 1123	Brakes, Chassis & Suspension	3	0	6	5
AUT 1140	Automotive Air Conditioning	2	0	6	4
PHY 1060	Applied Physics III	1	2	0	2
AUT 1125	Automotive Servicing	3	2	3	5
					16
Total Credit Hours					70

A certificate program in Automotive Mechanics is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete each of the following courses:

		Hours Per Week Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
AUT 1100	Internal Combuation Engines	3	0	15	8
AUT 1110	Auto Electrical Systems	3	4	3	6
AUT 1115	Auto Fuel & Emission Systems	3	4	3	6
AUT 1123	Brakes, Chassis & Suspension	3	0	6	5
AUT 1124	Auto Transmissions & Drive Traine	3	0	18	9
AUT 1125	Automotive Servicing	3	2	3	5
AUT 1140	Automotive Air Conditioning	2	0	6	4
DFT 1000	Blueprint Reading I	4	0	0	4

COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatmenta, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arta, a license is given. The cosmetologist is called upon to advise men and women of problems of make-up and care of the hair, skin and hands including the naila. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

		Hours Per Week Class	Lab	Clin. Pract.	Cr. Hrs. Equiv.
First Quarter					
COS 1001	Scientific Study I	5	5	0	7
COS 1011	Mannequin Practice	5	15	0	12
ENG 1020	Reading Improvement	2	0	0	2
					21
Second Quarter					
COS 1002	Scientific Study II	5	0	0	5

COS 1022	Clinical Application I	0	5	17	7
MAT 1050	Math for Cosmetology	6	0	0	6
					18
Third Quarter					
COS 1003	Scientific Study III	5	0	0	5
COS 1033	Clinical Application II	0	5	20	8
ENG 1030	Communication Skills	2	0	0	2
					15
Fourth Quarter					
COS 1004	Scientific Study IV	5	0	0	5
COS 1044	Clinical Application III	0	5	20	8
PSY 1060	Industrial Community & Personal Relations	2	0	0	2
					15
Fifth Quarter (Optional)					
COS 1005	Scientific Study V	5	0	0	5
COS 1055	Clinical Practice IV	0	5	20	8
					13
Total Credit Hours				69 or	82

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	Equiv.
First Quarter					
ENG 1020	Reading Improvement	2	0	0	2
MAT 1000	Fundamentals of Math	5	0	0	5
ELC 1510	Fundamentals of Electrical Installation I	5	0	16	10
DFT 1135	Blueprint Reading: Electrical I	2	0	0	2
					19
Second Quarter					
ENG 1030	Communication Skills	2	0	0	2
MAT 1010	Vocational Math	3	0	0	3
ELC 1520	Fundamentals of Electrical Installation II	3	0	5	4
ELC 1522	Residential Installation	5	0	10	8
DFT 1136	Blueprint Reading: Reading: Electrical II	2	0	0	2
					19

Third Quarter					
ELC 1530	Fundamentals of Electrical Installation III	5	0	6	7
ELC 1532	Commercial Installation	5	0	12	9
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
					18
Fourth Quarter					
ELC 1540	Marine and Industrial Installations	3	0	10	6
ELC 1542	Electric Motors and Controls	5	0	10	8
BUS 1103	Small Business Operations	2	0	0	2
					16
Total Credit Hours					72

ELECTRONIC SERVICING (V-042)

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	Equiv.
First Quarter					
MAT 1000	Fundamentals of Mathematics	5	0	0	5
ENG 1020	Reading Improvement	2	0	0	2
ELN 1111	Direct and Alternating Current	5	0	17	10
					17
Second Quarter					
MAT 1010	Vocational Mathematics	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
ELN 1112	Vacuum Tubes and Solid State Devices	10	0	14	14
					19
Third Quarter					
ELN 1125	Radio Receiver and Amplifier Servicing	5	0	12	9
ELN 1113	Television Theory and Circuits	5	0	6	7
PSY 1060	Industrial, Community, and Personal Relations	2	0	0	2
					18
Fourth Quarter					
ELN 1127	Television Receiver Circuits and Servicing	10	0	17	15

BUS 1103	Small Business Operations	2	0	0	2
					17
Total Credit Hours					71

A certificate program in Electronic Servicing is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete each of the following courses:

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	Equiv.
ELN 1111	Direct and Alternating Current	5	0	17	10
ELN 1112	Vacuum Tubes & Solid State Devices	10	0	14	14
ELN 1113	Television Theory & Circuits	5	0	6	7
ELN 1125	Radio Receivers & Amplifier Servicing	5	0	12	9
ELN 1127	Television Receiver Circuits & Servicing	10	0	17	15
Total Credit Hours					55

INDUSTRIAL MAINTENANCE (V-028)

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

		Hours Per Week			Cr. Hrs.
First Quarter		Class	Lab	Shop Pract.	Equiv.
ENG 1020	Reading Improvement	2	0	0	2
AHR 1120	Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT 1000	Fundamentals of Math	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	0	0	3	1
					18

Second Quarter					
MAT 1010	Vocational Mathematics	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
CAR 1101	Carpentry I	3	0	12	7
ELC 1123	Electrical Installation	1	0	3	2
PLU 1115	Plumbing Installation	2	0	3	3
					17
Third Quarter					
MEC 1200	Machine Shop Theory & Practice I	3	0	16	8
MAT 1020	Geometry & Trigonometry	3	0	0	3
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2
WLD 1401	Basic Welding	2	0	3	3
					18
Fourth Quarter					
ELC 1540	Marine and Industrial Installations	3	0	10	6
ELC 1542	Electric Motors and Controls	5	0	10	8
BUS 1103	Small Business Operations	2	0	0	2
					16
Total Credit Hours					69

LIGHT CONSTRUCTION (V-029)

The Light Construction curriculum prepares individuals for employment in the building trades industry. Instruction is provided in carpentry, masonry, electrical wiring, and plumbing. Students study applied mathematics, blueprint reading and sketching, safety and other related subjects. They learn the methods used in laying out a small structure, mixing and pouring cement, rough framing, laying brick and block, roofing and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as apprentices; or work as building maintenance mechanics in small industries or public buildings including schools, hospitals, and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

		Hours Per Week			Cr. Hrs.
First Quarter		Class	Lab	Shop	Equiv.
MAT 1000	Fundamentals of Mathematics	5	0	0	5
MAS 1101	General Masonry	3	0	14	7
ENG 1020	Reading Improvement	2	0	0	2
DFT 1102	Construction Drawing I	3	3	0	4
					18

Second Quarter					
MAT 1010	Vocational Mathematics	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
CAR 1101	Carpentry I	3	0	12	7
ELC 1123	Electrical Installation	1	0	3	2
PLU 1115	Plumbing Installations	2	0	3	3
					17
Third Quarter					
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
CAR 1102	Carpentry II	5	0	15	10
DFT 1145	Specifications & Contracts	3	0	0	3
DFT 1103	Construction Drawing II	3	3	0	4
					19
Fourth Quarter					
CAR 1124	Residential & Community Construction	2	0	18	8
MAT 1112	Construction Estimating	3	0	0	3
MEC 1135	Mechanical Installations	2	0	3	3
BUS 1103	Small Business Operations	2	0	0	2
					16
Total Credit Hours					70

MACHINE OPERATOR (V-032)

The purpose of this program is to allow students who will not reach a level of excellence as machinists to succeed in a specialized program allied to the Machinist program. This program is three quarters in length. The first quarter is the same as the Machinist program, and during this time the instructor and the counselor will evaluate the student's progress and abilities and advise him concerning the program he should follow.

This program will offer an opportunity for occupational success and satisfaction to students who might not succeed in the other machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

		Hours Per Week			Cr. Hrs.
First Quarter		Class	Lab	Shop	Equiv.
MEC 1200	Machine Shop Theory & Practice I	3	0	16	8
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
					19
Second Quarter					
MEC 1215	Lathe Operator	3	4	6	7
MEC 1225	Drill Press Operation	3	4	6	7
MAT 1010	Vocational Math	3	0	0	3

ENG 1030	Communication Skills	2	0	0	2
					19
Third Quarter					
MEC 1235	Shaper Operation	3	6	6	8
MEC 1245	Mill Operation	3	6	6	8
					16
Total Credit Hours					54

MACHINIST (V-032)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

		Hours Per Week			Cr.
				Shop	Hr.
First Quarter		Class	Lab	Pract.	Equiv.
MEC 1200	Machine Shop Theory & Practice I	3	0	16	8
MAT 1000	Fundamentals of Mathematics	5	0	0	5
DFT 1000	Blueprint Reading I	4	0	0	4
ENG 1020	Reading Improvement	2	0	0	2
					19
Second Quarter					
MEC 1210	Machine Shop Theory & Practice II	2	0	14	6
MAT 1010	Vocational Math	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
MEC 1250	Structure of Metals I	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
DFT 1010	Blueprint Reading II	3	0	0	3
					19
Third Quarter					
MEC 1220	Machine Shop Theory & Practice III	2	0	12	6
MAT 1020	Geometry & Trigonometry	3	0	0	3
PSY 1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY 1050	Applied Physics III	1	2	0	2
WLD 1401	Basic Welding	2	0	3	3

DFT 1020	Blueprint Reading III	3	0	0	3
					19
Fourth Quarter					
MEC 1230	Machine Shop Theory & Practice IV	3	0	16	8
MEC 1255	Structure of Metals II	3	0	0	3
MAT 1030	Machinist Math	3	0	0	3
DFT 1030	Blueprint Reading IV	2	0	0	2
PHY 1060	Applied Physics III	1	2	0	2
					18
Total Credit Hours					75

NURSING ASSISTANT (v-072)

The Nursing Assistant program prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

		Hours Per Unit Class	Clin. Pract.	Cr. Hrs. Equiv.
First Quarter				
NUR 1100	Nursing Assistant	10	20	16

PRACTICAL NURSING (V-038)

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina Nursing Practice Act, 1981: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision, (4) reinforcing the teaching and

counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Clin. Pract.	Equiv.
First Quarter					
BIO 1510	Anatomy & Physiology	6	0	0	6
PSY 201	General Psychology	3	0	0	3
NUT 1512	Nutrition	3	0	0	3
PHM 1513	PN Pharmacology I	2	0	0	2
PNE 1514	Nursing Fundamentals	6	4	0	8
PNE 1516	Clinical Practice I	0	0	2	0
ENG 101	English Composition I	3	0	0	3
					25
Second Quarter					
PNE 1520	Medical-Surgical Nursing I	4	2	0	5
PNE 1521	Maternity Nursing	4	0	0	4
PNE 1522	Pediatrics	4	0	0	4
PNE 1524	Clinical Practice II	0	0	18	6
					19
Third Quarter					
PNE 1530	Medical-Surgical Nursing II	4	0	0	4
PHM 1531	PN Pharmacology II	4	0	0	4
PNE 1533	Clinical Practice III	0	0	18	6
PNE 1535	Mental Health Concepts	3	0	0	3
					17
Fourth Quarter					
PNE 1540	Medical-Surgical Nursing III	4	0	0	4
PNE 1541	Issues/Trends	3	0	0	3
PNE 1542	Long Term Illness	3	0	0	3
PNE 1543	Clinical Practice IV	0	0	21	7
					17
Total Credit Hours					78

SURGICAL TECHNOLOGY (V-071)

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. First assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Association of Surgical Technologists, Inc. Surgical technologists may practice in the hospital's operating, emergency, labor and delivery rooms, central sterile processing department, ambulatory surgical services and physicians's offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

A diploma will be awarded to students who successfully complete all four quarters of this program.

A certificate of completion will be awarded to students who successfully complete the second, third and fourth quarters of this program.

		Hours Per Week			Cr. Hrs.
First Quarter		Class	Lab	Clin.	Equiv.
ENG 113	Paragraph Fundamentals	3	0	0	3
D-MAT 101	Basic Algebra	3	0	0	3
PSY 201	General Psychology I	3	0	0	3
	Elective	3	0	0	3
					12
Second Quarter					
BIO 1121	Human Anatomy & Physiology I	3	2	0	4
BIO 1123	Introduction to Microbiology	3	2	0	4
SUR 1110	Nursing Procedures	5	2	0	6
SUR 1101	Introduction to Operating Room	5	2	0	6
					20
Third Quarter					
BIO 1122	Human Anatomy & Physiology II	2	2	0	3
SUR 1102	Surgical Procedures I	9	2	0	10
SUR 1106	Seminar I	3	0	0	3
SUR 1104	Clinical Practice I	0	0	15	5
					21
Fourth Quarter					
SUR 1103	Surgical Procedures II	9	2	0	10
SUR 1105	Clinical Practice II	0	0	21	7
SUR 1107	Seminar II	3	0	0	3
					20
Total Credit Hours					73

NEW COURSES

T-BLE 100 BASIC LAW ENFORCEMENT: The Basic Law Enforcement course consists of instruction in such topics as constitutional law, laws of arrest, search and seizure, mechanics and procedures of arrest, law enforcement communications and information systems, elements of criminal law, defensive tactics, juvenile laws, emergency medical services, firearms, patrol techniques, crime prevention techniques, crisis management, criminal investigations, ABC laws, motor vehicle law, traffic accident investigation, and law enforcement driver training.
(Var.) 24(20-0-14)

T-CHM 100 BASIC CHEMISTRY: Basic chemistry is a non-transferable chemistry course covering the fundamentals of

chemical bonding, solution chemistry, kinetic molecular theory, and nuclear radiation. (SS) 3(3-0)

T-COE 150,151,152,153,154,155,156,157 COOPERATIVE EDUCATION I,II,III,IV,V,VI,VII: Cooperative Education (Co-op) is open to all students on a voluntary basis to acquire hands-on work experience while completing their degrees. Students are placed on cooperative job assignments that relate to their programs of study. The actual on-the-job work experience provides students the opportunity to determine their interest in and suitability for the occupation for which they are studying. The program stresses part-time work in a job related to the student's degree program with a college approved employer. Prerequisites: 6 quarter hours; 2.0 GPA; permission of Cooperative Education Director. (F,W,S,SS) 1-1(10-20)

DFT 216 DESCRIPTIVE GEOMETRY II: A continuation of the graphic solution of problems. More involved and advanced applications of descriptive geometry are involved. (W) 5(4-2)

DFT 1136 BLUEPRINT READING: ELECTRICAL II: This course provides a continuation of DFT 1135. It teaches the student to read, draw and understand electrical blueprints and schematic drawings. It also teaches the student the use of symbols, how to draw basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. Prerequisite: DFT 1135. (W) 2(2-0-0)

EDP 135 SOFTWARE APPLICATIONS: A study of computer software application, emphasizing practical experience with the use of software as opposed to theoretical applications. (Var.) 4(3-3)

EDP 213 PASCAL II: To further expand on the concepts encountered in Pascal I. Advanced constructs of Pascal language will be introduced and implemented using structured program design techniques. (Var.) 4(3-3)

MAT 1050 MATH FOR COSMETOLOGY: Basic operations: addition, subtraction, multiplication, and division of whole numbers; common fractions and decimal fractions; and percentages. Emphasis is on practical applications. (W) 6(6-0-0)

REVISED COURSES

Courses With Changes in Course Prefixes

T- added on all specialized Banking and Finance courses (T-AIB vice AIB)
T- added on all specialized Postal Service Technology courses (T-POS vice POS).

Courses With Changes in Titles

DFT 205	Descriptive Geometry I
DFT 1135	Blueprint Reading: Electrical I
EDP 212	PASCAL I
T-ELN 215	Electronic Troubleshooting I
T-ELN 216	Electronic Troubleshooting II

Courses With Changes in Hours		Hours Per Week Class	Lab	Shop or Clin.	Cr. Hrs. Equiv.
AUT 1100	Internal Combustion Engines	3	0	15	8
AUT 1110	Auto Electrical Systems	3	4	3	6
AUT 1115	Auto Fuel & Emissions Systems	3	4	3	6
AUT 1123	Brakes, Chassis, and Suspension	3	0	6	5
AUT 1124	Auto Transmissions & Drive Trains	3	0	18	9
AUT 1125	Automotive Servicing	3	2	3	5
AUT 1140	Automotive Air Conditioning	2	0	6	4
BIO 1121	Human Anatomy & Physiology I	3	2	0	4
BIO 1122	Human Anatomy & Physiology II	2	2	0	3
BIO 1123	Introduction to Microbiology	3	2	0	4
T-DES 102	Tools, Materials and Processes II	3	2	0	4
DFT 101	Engineering Drawing I	4	2	0	5
DFT 102	Engineering Drawing II	4	2	0	5
DFT 103	Engineering Drawing III	4	2	0	5
T-DFT 104	Electronic Drafting	1	2	0	2
T-DFT 201	Advanced Engineering Graphics I	4	2	0	5
T-DFT 202	Advanced Engineering Graphics II	4	2	0	5
T-DFT 203	Advanced Engineering Graphics III	4	2	0	5
T-DFT 204	Technical Illustrations	4	2	0	5
DFT 205	Descriptive Geometry I	4	2	0	5
T-DFT 206	Design Drafting	4	2	0	5
DFT 207	Architectural Drawing I	4	2	0	5
DFT 208	Architectural Drawing II	4	2	0	5
DFT 209	Individually Supervised Study: Drafting	0	6	0	3
T-DFT 214	Jigs & Fixtures	4	2	0	5
EDP 109	BASIC I	3	3	0	4
EDP 110	BASIC II	3	3	0	4
EDP 207	COBOL I	3	3	0	4
EDP 208	COBOL II	3	3	0	4
EDP 209	COBOL III	3	3	0	4
EDP 212	PASCAL I	3	3	0	4
ELC 1522	Residential Installation	5	0	10	8

T-ELN 101	D.C. Circuits	6	4	0	8
T-ELN 102	A.C. Circuits	6	4	0	8
T-ELN 113	Electronics I	5	4	0	7
T-ELN 114	Electronics II	3	4	0	5
T-ELN 116	Peripheral Equipment Servicing	3	4	0	5
T-ELN 207	Individually Supervised Study: Electronics	0	6	0	3
T-ELN 211	Electronics III	3	4	0	5
T-ELN 212	Digital Electronics I	3	4	0	5
T-ELN 213	Digital Electronics II	3	4	0	5
T-ELN 214	Digital Electronics III	3	4	0	5
T-ELN 215	Electronic Troubleshooting I	4	4	0	6
T-ELN 216	Electronic Troubleshooting II	4	4	0	6
T-ELN 221	Microcomputer Servicing	3	4	0	5
T-ELN 222	Advanced Microcomputer Interfacing	3	4	0	5
T-ELN 223	Microprocessor Programming	3	4	0	5
ELN 1111	Direct and Alternating Current	5	0	17	10
ELN 1112	Vacuum Tubes & Solid State Devices	10	0	14	14
ELN 1113	TV Theory and Circuits	5	0	6	7
ELN 1127	Television Receiver Circuits & Servicing	10	0	17	15
MEC 1200	Machine Shop Theory & Practice I	3	0	16	8
MEC 1210	Machine Shop Theory & Practice II	2	0	14	6
MEC 1215	Lathe Operator	3	4	6	7
MEC 1220	Machine Shop Theory & Practice III	2	0	12	6
MEC 1225	Drill Press Operation	3	4	6	7
MEC 1230	Machine Shop Theory & Practice IV	3	0	16	8
MEC 1235	Shaper Operation	3	6	6	8
MEC 1245	Mill Operation	3	6	6	8
MEC 1260	Precision Machining I	3	0	15	8
MEC 1265	Precision Machining II	3	0	15	8
MEC 1272	Fundamentals of Numerical Control	3	6	6	8
MEC 1275	Jig & Fixture Building	2	4	6	6
MEC 1280	Die Making	2	4	6	6
SUR 1101	Introduction to Operating Room	5	2	0	6
SUR 1102	Surgical Procedures I	9	2	0	10
SUR 1103	Surgical Procedures II	9	2	0	10
SUR 1105	Clinical Practice II	0	0	21	7
SUR 1106	Seminar I	3	0	0	3
SUR 1107	Seminar II	3	0	0	3
SUR 1110	Nursing Procedures	5	2	0	6
WLD 1401	Basic Welding	2	0	3	3

Courses With Revised Course Descriptions

T-ELN 101 D.C. CIRCUITS: During the study of direct-current circuits the student will acquire an understanding of current and

voltage characteristics in series circuits, parallel circuits, and series-parallel circuit configurations. Also a study of resistance, maximum power transfer, and network analysis using Thevenin's and Norton's theorems. (F) 8(6-4)

T-ELN 102 A.C. CIRCUITS: To provide the student an opportunity to acquire an understanding of the voltage and current characteristics in series circuits, parallel circuits and series-parallel circuit configurations consisting of combinations of resistance, capacitance, and inductance. (W) 8(6-4)

COURSES DELETED

AIB 209	Installment Credit
AUT 1111	Auto Electrical and Electronic Systems
AUT 1116	The Auto Engine & Fuel System
AUT 1117	Auto Transmissions, Drive Trains, and Brake Systems
AUT 1118	Auto Tune-up, Steering & Front End and Air Conditioning
ELN 1101	Fundamentals of Electronic Servicing I
ELN 1102	Fundamentals of Electronic Servicing II
ELN 1103	Fundamentals of Electronic Servicing III
ELN 1104	Fundamentals of Electronic Servicing IV